

AUG 04 1992

PHILIP MORRIS USA

INTER-OFFICE CORRESPONDENCE

120 PARK AVENUE, NEW YORK, NY 10017-5592

TO: DISTRIBUTION

DATE: August 3, 1992

FROM: Ellen Merlo

SUBJECT: PM USA Recognition Awards

Is there anyone in any of your groups that you think should receive a Recognition Award? They are available to salaried employees through Grade 11, with an award level of \$100 - \$500, and the criteria is for efforts and results that are above normal expectations.

They should be based on risk taking, participation in a task force, developing or implementing cost savings, or completing a special project or assignment with extensive personal commitment beyond normal business expectations.

I would like to review any recommendations you would like to make within the next ten days so that submissions can be made. If you have someone, Karen can get you a form. These are not to be given out indiscriminately and must be substantiated. There is a limited budget, so final decisions will be made by Senior Management.

EM:km

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8/4/92
cc's
DIANE / JIM / P.K.
AND RECOMMENDATIONS
[Signature]

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